

Civilian Relocation -- 1351-2 CHECKLIST -- for Travelers and Reviewers

DD Form 1351-2 (v. May 2011) - Use an ink pen, typewriter, or computer/printer to complete your form.

- ☐ **Blocks 1-9 and 11** Complete all information.
- ☐ **Block 6e** Make sure your email address is correct and legible. Voucher status email notifications are sent to this email address.
- ☐ **Block 9** List the amount of any advance and/or partial payments you received. Write "NONE" if you didn't receive an advance. Do not indicate ATM cash withdrawals here.
- ☐ **Block 12** Must be completed, select if dependent(s) traveled with you, accompanied or unaccompanied. Please do not check both boxes. Be sure to complete blocks 12 a, b, c and check "Dependent(s)" in block 5 to claim dependent travel.
- ☐ **Block 13** If dependent travel is claimed, show their address at the time orders were received.
- ☐ **Block 14** Have your household goods been shipped? Select yes or no.
- ☐ **Block 15a -15d** Itinerary must be completed for travel dates, locations, modes of travel, and reason for stops. Refer to second page of 1351-2 for correct mode/stop codes.
- ☐ **Block 15e (or block 18)** If lodging is claimed, you must turn in paid receipts (even if less than \$75) or a certified statement in lieu of receipt.
- ☐ **Block 15f** If POC miles are being claimed, you must select block 16 "Own/Operate".
- ☐ **Block 17** Must be completed, indicating the duration of your travel.
- ☐ **Block 18** Reimbursable expenses of \$75 or more must have a paid receipt.
- ☐ **Block 20a, b** You must sign and date the form.
- ☐ **Block 20d, f** Your reviewer must sign and date the form. This date must be on or after the date in block 20b.
- ☐ **Block 21** Transportation agreement must be signed prior to start of HHT (House Hunting Trip), RAT (Renewal Agreement Travel) or TQSE (Temporary Quarters Subsistence Expenses).
- ☐ **Block 29a** Did you take leave in conjunction with the travel? If so, include in itinerary (block 15) portion and indicate the dates on second page of 1351-2.

Documents to include when claiming entitlements:

Household Goods (HHG) Shipment/Storage

- ☐ Cost construction memo from your transportation office
- ☐ Proof of gross, tare and net weight
- ☐ Paid commercial bill of lading if moved by a commercial mover
- ☐ Paid rental truck receipts
- ☐ All itemized receipts for expenses incurred due to the move
- ☐ Paid storage receipts showing dates, where stored, and rates billed

House Hunting Trip (HHT)

- ☐ If you traveled by air, a copy of your airline receipt/air schedule. Airfare tickets during a HHT are taxable even when the government provides them so we must know the cost.
- ☐ If you traveled 250 miles or more each way by privately owned conveyance (POC), a cost comparison from your approving official (AO) authorizing POC travel during HHT is required.
- ☐ Indicate whether your spouse accompanied you in block 12.

Miscellaneous Expense Allowance (MEA)

- ☐ Insert this statement with your claim:
"I certify that I/we (circle one) have discontinued my/our (circle one) residence at the old PDS and have established a residence at the new PDS."
Signature _____ Date _____
- ☐ Include dollar amounts being claimed in block 18c.
- ☐ Be sure to indicate who relocated with you in block 12a, b and c.
- ☐ If itemizing, include receipts for expenses, a current LES or SF50 and approving official signature and date in blocks 21a-d.

Privately Owned Vehicle (POV) Shipment

- ☐ A cost construction memo from your transportation office and receipts.

Before submitting your claim. Make sure your claim packet includes all of the following:

- ☐ Completed DD Form 1351-2 signed/dated by you in blocks 20a/20b and by your reviewer in blocks 20d/20f
- ☐ Complete copies of all DD 1614 orders, amendments and memorandums
- ☐ Supplemental forms and documentation as described above
- ☐ Receipts for reimbursable expenses of \$75 or more and all lodging expenses
- ☐ If your direct deposit (electronic funds transfer, EFT) account has changed since your last travel claim, include a voided check or SF1199A.

Real Estate Purchase/Sale

- ☐ A completed/approved Reimbursement Form, DD 1705
- ☐ A purchase or sales contract
- ☐ A copy of the signed settlement statement
- ☐ Receipts for items paid outside of closing

Relocation Income Tax Allowance (RITA)

- ☐ Copies of all W-2 forms for your earned income (including spouses' if filing a joint return)
- ☐ A completed RITA Status Certification Form
- ☐ If retired from the military, IRS FM1099 for retired pay income.

Temporary Qtrts Subsistence Expenses (TQSE) Actual Expense

- ☐ Both pages of a completed TQSE Claim Form, DD 2912 to include the actual cost of meals
- ☐ Itemized receipts for any meal expense of \$75 or more. Note: Charges for alcohol cannot be reimbursed.
- ☐ If accepting Lump Sum TQSE, include this statement:
"I have agreed to accept the offer of the TQSE Lump Sum entitlement and I certify that TQSE will be occupied and if not occupied, I am required to return the TQSE Lump Sum payment amount in full. I certify that I have accepted the terms of this entitlement effective mm/dd/yyyy." Signature _____ Date _____

Unexpired Lease

- ☐ A complete copy of your signed lease to include any renewal agreements
- ☐ A copy of the notification of your intent to vacate that you provided to the landlord
- ☐ A written statement that provides the exact date you vacated the apartment
- ☐ A copy of the final receipt from the landlord showing payment of expenses related to lease termination
- ☐ A statement of the extent of bona fide attempts made to avoid penalty costs if the lease includes a savings provision for subleasing or making other arrangements to avoid penalty costs

Note: Vouchers submitted via email must be in PDF format. We cannot accept encrypted emails, encapsulated emails or password protected files. Make sure your email address (block 6e) is legible. Within 24-48 hours receipt notifications are sent as your claim is logged into our system. Please submit each claim once. Multiple submissions of the same voucher could slow processing of your claim.

If you do not receive the "notification of receipt" after 48 hours, please contact our Customer Care Center.

- 1-888-332-7366
- dro-travel-pay-ccc@dfas.mil (Emails sent to this address cannot be recalled.)
- <http://go.usa.gov/9Sx>

Send via email: dro-216-367-3422@dfas.mil or fax: 216-367-3422

